

CITY OF BURBANK

JAIL MANAGER

DEFINITION

Under direction, to supervise the City jail facility, ensure the safety and well-being of assigned personnel, inmates, and arrestees; and perform related work as required.

ESSENTIAL FUNCTIONS

Manages and supervises the operation of the jail facility and safeguards the proper custody and care of inmates and arrestees, addressing medical needs, sanitary living conditions, proper diets, and legal assistance as required by law; liaises with the courts, managing the transport and transfer of prisoners to arraignments and other functions; trains, supervises, and evaluates assigned personnel in the proper procedures for handling prisoners; prepares and administers budget accounts, maintains inventory, purchases supplies, and prepares requisitions; prepares and maintains records and reports, both manually and electronically; maintains a working knowledge of laws and regulations associated with jail facilities; maintains a working knowledge of technological advances pertinent to jail facilities; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; operates modern office equipment including, but not limited to computers with related software; operates a police radio, Live Scan fingerprint system, and other specialized clerical law enforcement equipment; uses personal protective equipment (PPE) when appropriate; uses a self-contained breathing apparatus (SCBA) for emergency rescue or evacuation; develops, implements, and enforces jail policies in accordance with California State Board of Corrections guidelines and other applicable local, state, and federal laws and regulations pertaining to the proper management of detention facilities and the care of detained persons; performs related duties as required; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the safety standards, laws, and regulations regarding the detention and care of prisoners; principles and practices of sound personnel management; spelling, grammar, and punctuation.
- Skill in – working with various segments of the population, defusing highly emotional and stressful situations; discerning dangerous situations; exercising safe, effective, and approved physical restraint tactics; properly using PPE and SCBA; operating modern computers and related software; exercising independent judgement and decision making skills based on standard policy or working procedures; personnel management and supervision.

- Ability to – effectively supervise, train, and evaluate assigned personnel; prepare, maintain, and accurately complete records and maintain statistics; prepare and administer a budget; apply first aid and artificial resuscitation; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with an associate's degree in law enforcement, criminal justice, public administration, business administration, or a closely related field, and three years supervisory experience in the maintenance and operation of a jail facility.

Special Conditions & Requirements: At least 21 years of age at time of appointment. Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to lift, pull, lower, and carry irregularly-shaped items and items weighing up to 50 pounds; bend in all directions; climb stairs and ladders; stoop; kneel; reach; twist; squeeze with arms and hands; stand for extended periods of time.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within one month of appointment; All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Bilingual language aptitude in Armenian, Korean, Spanish, or American Sign Language; an associate's degree in law enforcement, criminal justice, or a closely related field; a California Board of State and Community Corrections (BSCC) Adult Corrections Officer Core training certificate.